

Project Steps

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A	Get Started	
	☐ Read your consultation report	
	☐ Submit enrollment form	Choose at least one project recommended in report. Program staff will respond within 1 week.
2	Build a Project	
	☐ Decide on DIY or hiring a contractor	Hiring a contractor? Consider receiving 3 bids.
	☐ Submit Project Approval Form	Program staff will approve project within weeks. Approval may include requests for changes to plan.
	☐ Install your project	
3	Get Your Rebate	
	☐ Pay project costs	Be sure to save itemized receipts & proof of payment!
	☐ Get your project inspected	Contact Betsy Adams (425-587-3858 or badams@kirklandwa.gov) to schedule inspection
	☐ Complete rebate forms	Project Rebate Form, W-9 and Maintenance Agreement
	☐ Get your rebate check!	75% of project costs up to \$4,000



